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DEPARTMENT OF ADMINISTRATION
HUMAN RESOURCES DIVISION
GOVERNMENT OF GUAM

JOB ANNOUNCEMENT
OPEN COMPETITIVE EXAMINATION

TO ESTABLISH A LIST FOR THE POSITION OF
PSYCHIATRIC TECHNICIAN I

(Position Code No. 8.110)

ANNOUNCEMENT NO:

DOA67-06

**APPLICATIONS WILL BE ACCEPTED
FOR THE PERIOD**

AUGUST 24, 2007 - CONTINUOUS

PAY GRADE:

**OPEN: F-1; \$17,635 P/A - F-10; \$26,453 P/A
PROM: F-1; \$17,635 P/A - F-20; \$37,315 P/A**

WHO CAN APPLY

Open to all government of Guam employees and the public.

**QUALIFICATION
REQUIREMENTS**

Six months of experience as a Nurse Aid, successful completion of nine(9) semester hours in behavioral science and graduation from high school; or

Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

**SUITABILITY
DETERMINATION
FORM**

Your employment application will not be deemed complete unless the Suitability Determination Form is completely filled out, signed and dated. If it is not complete, or missing from your application, your application for this position will be rejected. Please pay particular attention to question #2, if you answer "YES", you must attach your police clearance that is no older than one (1) month from the date of submitting your application. In addition, please resubmit an updated Suitability Form if anything has occurred that would warrant updating your responses on your Suitability Form after you have submitted your application.

**POLICE & COURT
CLEARANCE
REQUIREMENTS**

If you are selected for this position, your selection will be **conditional** pending submission of a recent police and court clearance, and taking and passing a drug test(see Drug Screening section of the announcement). The hiring department will mail a letter to you explaining these requirements. You will have five (5) business days from the postmarked date of your letter to submit police and court clearances that are no older than one (1) month from the date of your letter. The cost of the clearances is your responsibility. If you have already submitted clearances with your employment application, you will not be required to resubmit as long as they meet the date criteria above. If you do not have any convictions or conditions that would warrant rescinding the job offer, and pass the drug test, you will be notified of your start date.

NATURE OF WORK

This is routine sub-professional psychiatric nursing work in the care of the mentally ill. Employees in this class perform routine sub-professional psychiatric nursing services independently after initial training and work under closer supervision on a variety of more complex developmentally assignments.

**ILLUSTRATIVE
EXAMPLES OF WORK**

Performs a variety of sub-professional nursing tasks such as taking temperature, pulse and respiration rates; checking blood pressure; obtaining sputum, urine and other specimens for laboratory examination; giving medications and simple treatments. Escorts and accompanies patients and assists and participates with patients in daily living experiences as assigned. Serves as socializing agent, both in individual and group contacts with patients. Works with family and community groups under supervision. Observes and reports patient behavioral and patient-staff interactions. Assists in the maintenance of a safe, orderly and therapeutic environment. Assists in the preparation of a variety of reports, patient summaries, histories and behavioral data sheets; participates in evaluation of patients' as directed. Participates in on-the-job training programs and other educational sessions as directed. Performs related duties as required.

PSYCHIATRIC TECHNICIAN I

KNOWLEDGE, ABILITIES & SKILLS

Knowledge of the simple procedures and techniques involved in performing auxiliary nursing services. Ability to learn and apply the principles, practices and theory of sub-professional nursing as applied to the treatment of the mentally ill. Ability to learn the more common physical and mental illnesses, their obvious symptoms, and of appropriate medical terminology. Ability to understand and follow oral and written instructions in detail. Ability to maintain a sympathetic attitude and effective relationships with the mentally and physically ill.

EXAMINATION REQUIREMENTS

A written test is not required. Applicants will be rated on a scale between 70.00 to 100.00 percent on the basis of their training, education and experience in relation to the requirements of the position.

DOCUMENTATION REQUIREMENTS

Applicants claiming educational accomplishments are required to submit official or verified copies of transcripts or diploma

INTERVIEWING PROCEDURES

A personal interview or interview by telephone (if off-island) will be held by the appointing authority or his designee for all eligibles referred via certification.

DRUG SCREENING

This is a Testing Designated Position (TDP), as identified in the Drug Free Workplace Program. An applicant tentatively selected for this position will be required to submit to urinalysis for illegal use of drugs prior to final selection. [Exception: If the position change is for thirty (30) days or less, or the applicant is a classified employee not moving to a TDP or currently occupies a government of Guam Testing Designated Position (TDP), no applicant test is required.] The selection is contingent upon a negative drug test result and, thereafter, the selectee will be subject to drug testing on a random basis as the incumbent of a TDP. Further, all government employees may be subject to drug testing under certain circumstances such as reasonable suspicion and after an accident or an unsafe practice. All individuals will have an opportunity to submit medical documentation that may support the legitimate use of a specific drug to a Medical Review Officer. An applicant's test results will be provided to the selecting official and the Department of Administration, Human Resources Division, before a final selection is made. A verified positive drug test result of a current employee occupying a TDP will also be provided to the employing appointing authority. Situations in which applicant refused or ignored the requirement to take a pre-employment drug test without just cause are to be handled as disqualifications.

WHERE TO APPLY

Submit job applications at the Department of Administration, Human Resources Division, 1st Floor, Governor Manuel F.L. Guerrero Building (formerly Administration Building), Hagatña, between the hours of 9:00 a.m. - 4:00 p.m., or the Department of Labor, One-Stop Career Center, GCIC Building, Hagatña, between the hours of 8:00 a.m. to 4:00 p.m., Monday through Friday. **Individuals with disabilities who require special accommodations should contact this office prior to any scheduled examinations or interviews.**

FOR MORE INFORMATION

Call or visit us at the Department of Administration, Human Resources Division at (671) 475-1141/1128 or Text Telephone: 477-5016, or the Department of Labor, One-Stop Career Center at (671) 475-6400.


For: **CECILIA G. MARTINEZ**, Manager
Human Resources Division

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER WE DO NOT DISCRIMINATE
ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN,
MARITAL STATUS, POLITICAL AFFILIATION OR DISABILITY, EXCEPT FOR
POSITIONS REQUIRING BONA FIDE OCCUPATIONAL QUALIFICATIONS.**